



## MEMORANDUM

Agenda Item No. 7(O)(1)(B)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

DATE: April 27, 2004

FROM: George M. Burgess  
County Manager

SUBJECT: Bid Award  
Recommendations

**This item was provided to the Board for consideration at the April 13, 2004 meeting under the Bid Award Recommendations package, subitem 5.2 (Temporary Technical Personnel). The Board deferred the item and it is now being brought forward for consideration as a stand alone item. Due to recent concerns raised by the Board on this issue, staff further reviewed the proposed departmental allocations contained in the original item and has determined that a reduction on department allocations is appropriate. This item, therefore, differs from the original recommendation presented to the Board on April 13, 2004.**

### **RECOMMENDATION**

It is recommended that the Board approve the attached request to advertise for bids to solicit bids under full and open competition. The allocations shown represent the maximum authorized spending authority based on an estimated value of purchases, and in no way guarantee the value of orders placed with the awarded vendors.

### **BACKGROUND**

#### **Section 1 AWARD OF COMPETITIVE BIDS**

All contracts in this section are recommended for award to the lowest responsive, responsible bidder(s) who meet the bid specifications in accordance with established policies and procedures. Minority business measures are applied to the purchase of goods and services as determined by the County's Review Committee in accordance with the requirements of Administrative Orders 3-3, Black Business Enterprise Program; 3-17, Hispanic Business Enterprise Program; and 3-18, Women Business Enterprise Program. Bid announcements were advertised on the DPM website and in four local newspapers: Diario Las Americas, Haiti En Marche, Miami Times and Daily Business Review.

The following award is recommended:

None

#### **Section 2 REJECTED BIDS**

None

**Section 3 COMPETITIVE CONTRACT MODIFICATIONS**

A competitive contract modification is when the requested supplemental allocation for goods or services is within the scope of the original contract award and allocation.

None

**Section 4 PURCHASES MADE UNDER COMPETITIVELY AWARDED CONTRACTS OF OTHER GOVERNMENTAL ENTITIES**

The County occasionally accesses items from contracts competed and awarded by federal, state and local governments, and by not-for-profit organizations, when it is determined to be in the best interest of the County and the item is not available through an existing County contract.

None

**Section 5 REQUESTS TO ADVERTISE FOR BIDS**

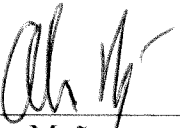
The solicitations listed in this Section require approval to advertise to solicit bids under full and open competition.

Item 5.1 (Temporary Technical Personnel)

**Section 6 REQUESTS FOR APPROVAL TO ADVERTISE AND AWARD THE FORMATION OF CONTRACT POOLS OF PRE-QUALIFIED VENDORS**

The solicitations listed in this Section require approval to advertise and to award the formation of contract pools of pre-qualified vendors under full and open competition. The award of actual work or purchase orders takes place after the formation of the contract pool using a competitive process among the pre-qualified pool members for each specific requirement.

None

  
\_\_\_\_\_  
Alex Muñoz  
Assistant County Manager



# MEMORANDUM

(Revised)

**TO:** Hon. Chairperson Barbara Carey-Shuler, Ed.D.  
and Members, Board of County Commissioners

**DATE:** April 27, 2004

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No. 7(O)(1)(B)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☒ No committee review

Approved \_\_\_\_\_ Mayor

Veto \_\_\_\_\_

Override \_\_\_\_\_

Agenda Item No. 7(O)(1)(B)

4-27-04

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING REQUEST TO ADVERTISE  
FOR BIDS FOR TEMPORARY TECHNICAL PERSONNEL  
SERVICES AND TO EXECUTE OPTIONS TO RENEW  
ESTABLISHED THEREUNDER

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, a description of this request to advertise for bids is attached and incorporated herein by reference,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes a request to advertise for bids for temporary technical personnel services to execute options to renew established thereunder.

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who  
moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorrian D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 27<sup>th</sup> day of April, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Hugo Benitez

**SECTION # 1**  
**AWARD OF COMPETITIVE BIDS**

It is recommended that the following item solicited through formal competitive bidding procedures, be awarded to the following bidder(s) meeting specifications as follows:

None

**SECTION # 2**  
**REJECTED BID**

None

**SECTION # 3**  
**CONTRACT MODIFICATION**

None

**SECTION # 4**  
**PURCHASES MADE UNDER COMPETITIVELY AWARDED CONTRACTS OF**  
**OTHER GOVERNMENTAL ENTITIES**

None

---

**SECTION # 5**  
**REQUESTS TO ADVERTISE FOR BIDS**

It is recommended that the Board of County Commissioners approve the issuance and advertisement of the items listed in this agenda package in order to solicit bids under full and open competition for the following contracts:

**5.1**

**REQUISITION**  
**NUMBER:**

RQPM0400091

Title: Temporary Technical Personnel

Description: To establish a replacement contract for temporary technical personnel which includes, but is not limited to, automotive mechanics, accountants, laboratory technicians, engineering drafters, teachers, maintenance supervisors, engineers, carpenters, clinical psychologists, inventory clerks, cooks and custodial workers.

<u>Department(s):</u>	<u>Estimated Allocation(s):</u>
Audit & Mgmt.	\$ 36,000.00
Aviation	\$ 400,000.00
Building	\$ 48,000.00
CAA	\$ 3,744,000.00
Capital Improvement	\$ 35,200.00
CED	\$ 264,000.00
Clerk of Courts	\$ 120,000.00
Communications	\$ 25,600.00
Consumer Services	\$ -0-
Corrections & Rehab.	\$ 118,400.00
County Manager	\$ 152,504.00
DBD	\$ 144,000.00
DERM	\$ 102,400.00
Empowerment Trust	\$ 69,269.49
Finance	\$ 224,000.00
Fire	\$ 400,000.00
GSA	\$ 696,000.00
Human Services	\$ 2,672,000.00
ITD	\$ 1,600,000.00
Judicial Admin.	\$ 32,000.00
MDHA	\$ 4,000,000.00
MDPD	\$ 128,000.00
MDT	\$ 368,000.00
MMAP	\$ 24,960.00
MPO	\$ 12,800.00
Park & Recreation	\$ 552,000.00

Planning & Zoning	\$ 256,000.00
Public Works	\$ 466,000.00
Safe Neighborhood Parks	\$ 8,000.00
Seaport	\$ 240,000.00
SFETC	\$ 320,000.00
Solid Waste Mgmt.	\$ 320,000.00
Team Metro	\$ 16,000.00
Urban Task Force	\$ 32,000.00
Vizcaya Museum & Garden	\$ 2,800.00
	\$17,629,933.49

Term of Contract; Two years

Option to Renew: Three one-year options to renew

Review Committee Date: January 14, 2004; Item #2-01

Review Committee Recommendation: BBE Bid Preference

Previous Contract Measure: None

Living Wage: The services to be provided under are a "covered service" under the ordinance and the Living Wage is included in the specifications.

Planned Method of Award: Three low responsive, responsible bidders by group for **Groups A** through **M** with primary, secondary and tertiary awards. See attached list.  
While the award to three bidders assures availability, the primary vendor, as the established low bidder, will be given the first opportunity.

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.

Comments: This bid will be awarded using a multi-step bidding process. Bidders will submit their proposal in two (2) parts simultaneously. Those two (2) parts will consist of the Pre-qualification Response Section and the Pricing Response



Section. The Pre-qualification Response Section will be opened first and evaluated. The Pricing Response Section of those bidders complying with the technical requirements contained in the Pre-qualification Response will then be opened.

---

**SECTION # 6**  
**REQUEST FOR APPROVAL TO ADVERTISE AND AWARD THE FORMATION OF**  
**CONTRACT POOLS OF PRE-QUALIFIED VENDORS**

It is recommended that the following items be approved for advertisement and award for the formation of contract pools of pre-qualified vendors under full and open competition:

None

---

**ATTACHMENT A****MINIMUM PAY RATES**

<b>GROUP A</b>	<b>HOURLY PAY RATE</b>
Automotive Body Worker	\$13.40
Automotive Equipment Operator 3	\$12.98
Automotive Mechanic	\$14.07
Auto Parts Specialist 2	\$11.71
Automotive Support Specialist	\$11.71
Heavy Duty Truck Mechanic	\$16.83
Safety Specialist 1	\$12.72
Safety Specialist 2	\$16.05
Storekeeper 1	\$11.57
Transit Stock Control Specialist	\$11.10
Utilities Supply Specialist 1	\$11.28
Utility Supply Specialist 2	\$13.43

<b>GROUP B</b>	<b>HOURLY PAY RATE</b>
Administrative Officer 1	\$12.72
Administrative Officer 2	\$16.05
Accountant 1	\$12.72
Accountant 2	\$16.05
Accountant 3	\$19.43
Contracts Officer	\$17.61
Tax Record Clerk 2	\$11.30
Buyer	\$13.43

<b>GROUP C</b>	<b>HOURLY PAY RATE</b>
Videographer/Editor	\$16.60
Film/Video Archive Coordinator	\$12.72

<b>GROUP D</b>	<b>HOURLY PAY RATE</b>
Laboratory Technician	\$11.66
Pollution Control Inspector 1	\$14.10
Telecommunications Technician	\$16.06
Graphic Technician 1	\$10.80

## MIAMI-DADE COUNTY

BID NO.:

Graphic Technician 2	\$12.35
Engineering Drafter 1	\$11.66
Engineering Drafter 2	\$13.05
Architectural Drafter 1	\$11.66
Architectural Drafter 2	\$13.05
Community Resource Specialist 1	\$13.39
<b>Community Services Specialist</b>	\$16.83
Special Projects Administrator 1	\$21.32
Special Projects Administrator 2	\$23.51

GROUP E	HOURLY PAY RATE
---------	-----------------

Recreation Specialist 1 (Performing Arts)	\$11.80
Recreation Specialist 2 (Aquatics)	\$13.90
Social Worker 1	\$13.39
Social Worker 2	\$16.05
<b>Teacher</b>	\$12.72
Child Care Program Specialist	\$13.39
<b>Health Services Administrator 1</b>	\$19.48
Disability Services Specialist	\$14.64
Child Care Training Specialist	\$14.64
Child Care Program Supervisor	\$16.05
Job Developer	\$12.14
Training Specialist 1	\$12.72
Housing Inspector 1	\$14.13

GROUP F	HOURLY PAY RATE
---------	-----------------

Maintenance Supervisor	\$17.44
Maintenance Mechanic	\$12.31
Plant Diesel Mechanic	\$14.63
Plant Electrician	\$17.65
Construction Field Representative	\$18.48
Construction Manager 1	\$18.48
Construction Equipment Mechanic	\$14.07
Heavy Duty Truck Mechanic	\$16.83

GROUP G	HOURLY PAY RATE
---------	-----------------

Engineer 1	\$16.05
Engineer 2	\$18.48

Engineer 3	\$22.36
Professional Engineer	\$23.91

GROUP H	HOURLY PAY RATE
---------	-----------------

Carpenter	\$13.40
Construction Manager 2	\$22.36
Painter	\$12.81
Plasterer	\$14.07
Plumber	\$14.07

GROUP I	HOURLY PAY RATE
---------	-----------------

Micro Computer Specialist	\$11.71
Mini Computer Data Technician	\$11.64
Mini Computer Operator 1	\$11.64
Mini Computer Program/Analyst 1	\$13.70

GROUP J	HOURLY PAY RATE
---------	-----------------

Acupuncturist	\$27.08
Horticulturist	\$13.77
Toxicologist 1	\$17.81
Toxicologist 2	\$22.34
Clinical Psychologist	\$22.34

**GROUP K	HOURLY PAY RATE (1)	HOURLY PAY RATE (2)
-----------	---------------------	---------------------

Stores Clerk	\$9.25	\$10.59
Inventory Clerk	\$9.25	\$10.59
Account Clerk	\$9.25	\$10.59
Cashier 1	\$9.25	\$10.59
Cashier 2	\$9.25	\$10.59
Bailiff	\$9.25	\$10.59
Tax Record Clerk 1	\$9.25	\$10.59
Drafter	\$9.25	\$10.59

**GROUP L	HOURLY PAY RATE (1)	HOURLY PAY RATE (2)
-----------	---------------------	---------------------

Micrographic Technician 1	\$9.25	\$10.59
Micrographic Technician 2	\$9.25	\$10.59

Eligibility Interviewer	\$9.25	\$10.59
Social Worker Aide	\$9.25	\$10.59
Teacher Assistant 1	\$9.25	\$10.59
Health Education Aide	\$9.25	\$10.59
Driver Messenger	\$9.25	\$10.59
Driver Attendant	\$9.25	\$10.59
Maintenance Repairer	\$9.25	\$10.59
Horticultural Assistant	\$9.25	\$10.59

<b>**GROUP M</b>	<b>HOURLY PAY RATE (1)</b>	<b>HOURLY PAY RATE (2)</b>
------------------	----------------------------	----------------------------

Cook 1	\$9.25	\$10.59
Cook 2	\$9.25	\$10.59
Cook 3	\$9.25	\$10.59
Food Service Worker 1	\$9.25	\$10.59
Custodial Worker 1	\$9.25	\$10.59
Custodial Worker 2	\$9.25	\$10.59

**\*\*Pay Rates based on Living Wage**

**Hourly Pay Rate (1) Living Wage with Health Benefits**

**Hourly Pay Rate (2) Living Wage without Health Benefits**